

# CLERICAL REFRESHER

1951-1956

C-O-N-F-I-D-E-N-T-I-A-L

8 December 1955

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Clerical Refresher Course, 9 January - 3 February

1. The Clerical Refresher course will be held in Wing C, Second Floor, Alcott Hall, from 9 January through 3 February.

25X1A 2. You are reminded that training requests for all students desiring to be enrolled in the courses must be forwarded through channels so that they reach the Registrar, Room 17, [REDACTED] no later than Friday, 30 December. Failure to register before this date will automatically prevent a student from entering the course.

3. Please note that pretesting for the January course is scheduled for 5 January. Inasmuch as these protests are extremely important for placement of persons in the proper classes, those who plan to attend the Clerical Refresher course must report to Wing C, Second Floor, Alcott Hall, on 5 January for pretesting at the following hours:

9:00 - 10:00 Pretesting for typing

10:00 - 11:00 Pretesting for shorthand

11:00 - 12:00 Pretesting for English Usage

4. The attached schedule of classes indicates the nature of instruction and the time allotted for each class. The exact time of the classes will be assigned during the pretesting period.

5. Beginning in January there will be an addition to the course content of the Intermediate and Advanced Shorthand Dictation classes. Review and practice of the style and procedures of Army correspondence will be made a part of the instruction program.

25X1A

[REDACTED]  
[REDACTED]  
Director of Training

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

## CLERICAL REFRESHER CLASSES

### TYPING TECHNIQUES REVIEW

For those who type less than 40 net words a minute. One hour a day.

### ADVANCED TYPING

For those who type 40 net words a minute or faster. One hour a day.

### SHORTHAND THEORY REVIEW

Concentrated review of the principles of Gregg shorthand with dictation of practiced material. Ninety minutes a day.

### INTERMEDIATE SHORTHAND DICTATION

Dictation class for the development of shorthand speed to 80 words a minute. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

### ADVANCED SHORTHAND DICTATION

Dictation class for the development of shorthand speed to 100 words a minute and faster. Includes Agency vocabulary drills and Agency-type dictation material. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

### ENGLISH USAGE

A correlation of the fundamental and practical rules of punctuation and capitalization; basic grammar principles which constitute parts of speech, their effective use in sentences, and sentence structure; systematic study of word usage with emphasis on confusing words; and the study of the correct use of the dictionary. One and a quarter hours a day.

C-O-N-F-I-D-E-N-T-I-A-L

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Revision of Clerical Refresher Schedule

1. This memorandum precedes the regular Clerical Refresher Training announcement because of changes taking place in the Clerical Refresher Training schedule.


2. A new Catalog of Courses (TR CC 101-1), dated November 1955 has just been circulated. In this catalog the Refresher Training program is described on pages B-12 through B-19. Circumstances within Clerical Training have necessitated extending the usual interim week to a period of two weeks at the conclusion of the present program on 3 February 1956.

3. The revised schedule of courses for the first half of 1956 is:

No. 57 - 20 Feb through 16 March  
58 - 26 March through 20 April —  
59 - 30 April through 25 May  
60 - 4 June through 29 June

4. It is requested that special effort be made to inform the prospective students being tested that they be present for the pretests conducted the Thursday before the beginning of each training period because of the importance of testing prior to planning the class schedule.

25X1A

  
MATTHEW BAIRD  
Director of Training

C-O-N-F-I-D-E-N-T-I-A-L

31 January 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Clerical Refresher Training, 20 February - 16 March

1. The Clerical Refresher courses will be held in Wing C, Second Floor, Alcott Hall, from 20 February through 16 March.

25X1A 2. You are reminded that training requests for all students desiring to be enrolled in the courses must be forwarded through channels so that they reach the Registrar, Room 17, [REDACTED] no later than Monday, 13 February. Failure to register before this date will automatically preclude a student from entering the course.

3. Please note that pretesting for the 20 February - 16 March courses is scheduled for 16 February. Because of the importance of testing prior to planning the class schedule, it is requested that special effort be made to inform the prospective students being tested that they be present for these tests. Those who plan to attend the Clerical Refresher courses must report to Wing C, Second Floor, Alcott Hall, on 16 February for pretesting at the following hours:

9:00 - 10:00 Pretesting for typing  
10:00 - 11:00 Pretesting for shorthand  
11:00 - 12:00 Pretesting for English Usage

4. The attached schedule of classes indicates the nature of instruction and the time allotted for each class. The exact time of the classes will be announced the day following pretesting.

25X1A

[REDACTED]  
Acting Director of Training

C-O-N-F-I-D-E-N-T-I-A-L

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## CLERICAL REFRESHER CLASSES

### TYPING TECHNIQUES REVIEW

For those who type less than 40 net words a minute. One hour a day.

### ADVANCED TYPING

For those who type 40 net words a minute or faster. One hour a day.

### INTRODUCTORY SHORTHAND DICTATION

Dictation class for the development of shorthand speed to 60 words a minute. Review and transcription. One hour a day.

### INTERMEDIATE SHORTHAND DICTATION

Dictation class for the development of shorthand speed to 80 words a minute. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

### ADVANCED SHORTHAND DICTATION

Dictation class for the development of shorthand speed to 100 words a minute and faster. Includes Agency vocabulary drills and Agency-type dictation material. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

### ENGLISH USAGE

A correlation of the fundamental and practical rules of punctuation and capitalization; basic grammar principles which constitute parts of speech, their effective use in sentences, and sentence structure; systematic study of word usage with emphasis on confusing words; and the study of the correct use of the dictionary. One and a quarter hours a day.

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C-O-L-F-I-D-E-N-T-I-A-L

2 March 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Clerical Refresher Training, 26 March - 20 April

1. The Clerical Refresher courses will be held in Wing C, Second Floor, Alcott Hall, from 26 March through 20 April.

25X1A 2. You are reminded that training requests for all students desiring to be enrolled in the courses must be forwarded through channels so that they reach the Registrar, Room 17, [REDACTED] no later than Monday, 19 March. Failure to register before this date will automatically exclude a student from entering the course.

3. Please note that pretesting for the 26 March - 20 April courses is scheduled for 22 March. Because of the importance of testing prior to the planning of the class schedule, it is requested that special effort be made to inform the prospective students being tested that they be present for these tests. Those who plan to attend the Clerical Refresher courses must report to Wing C, Second Floor, Alcott Hall, on 22 March for pretesting at the following hours:

9:00 - 10:00 Pretesting for typing  
10:00 - 11:00 Pretesting for shorthand  
11:00 - 12:00 Pretesting for English Usage

4. The attached schedule of classes indicates the nature of instruction and the time allotted for each class. The exact time of the classes will be announced the day following pretesting.

25X1A

[REDACTED]  
Acting Director of Training

C-O-L-F-I-D-E-N-T-I-A-L

C-C-I-F-I-D-E-I-T-I-A-L

CLERICAL REFRESHER CLASSES

TYPING TECHNIQUES  
REVIEW

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ENGLISH USAGE

A correlation of the basic grammar principles which constitute parts of speech, their effective use in sentences, and sentence structure; fundamental and practical rules of punctuation and capitalization; systematic study of word usage with emphasis on confusing words; and the study of the correct use of the dictionary. One and a quarter hours a day.

C-C-I-F-I-D-E-I-T-I-A-L



C-O-N-F-I-D-E-N-T-I-A-L

10 April 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Clerical Refresher Training, 30 April - 25 May 1956

1. The Clerical Refresher courses will be held in Wing C, Second Floor, Alcott Hall, from 30 April through 25 May.

25X1A 2. You are reminded that training requests for all students desiring to be enrolled in the courses must be forwarded through channels so that they reach the Registrar, Room 17, [REDACTED] no later than Monday, 23 April. Failure to register before this date will automatically exclude a student from entering the course.

3. Please note that pretesting for the 30 April - 25 May courses is scheduled for 26 April. Because of the importance of testing prior to the planning of the class schedule, it is requested that special effort be made to inform the prospective students being tested that they be present for these tests. Those who plan to attend the Clerical Refresher courses must report to Wing C, Second Floor, Alcott Hall, on 26 April for pretesting at the following hours:

9:00 - 10:00 Pretesting for typing  
10:00 - 11:00 Pretesting for shorthand  
11:00 - 12:00 Pretesting for English Usage

4. The attached schedule of classes indicates the nature of instruction and the time allotted for each class. The exact time of the classes will be announced the day following pretesting.

[REDACTED]  
25X1A

Acting Director of Training

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

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